



# CITY OF LONG BEACH

DEPARTMENT OF PLANNING AND BUILDING

333 W. Ocean Blvd. ☐ Long Beach, CA 90802 ☐ 562 570-6826 FAX 562 570 6271

## DEPUTY INSPECTOR APPLICATION GUIDELINES

The Building Official has the responsibility to ascertain that Special Deputy Inspectors are qualified for the type of inspection required. Qualifications should be measured against the standards listed below:

1. Qualification must include current I.C.B.O. certification as a special deputy inspector for the discipline in which an individual is requesting approval. The original certificate must either have been issued within the last three (3) years or proof of passing the 2 hour proctored exam within the last 3 years must be submitted.
2. The Building Official shall require an oral interview and/or written examination to verify the applicant's knowledge of jurisdictional procedures and requirements.
3. Additional qualifications required:
  - a. Reinforced concrete special inspector; A.C.I. certification as a Concrete Field Technician-Grade I. For further information, contact The American Concrete Institute, Box 9094, Farmington Hills, MI. 48333-9094. (248) 848-3700
  - b. Must possess the ability to write legible and concise reports using the nomenclature of the building industry. The ability to communicate on a professional level with contractors, sub-contractors, architects and engineers.
  - c. The Building Official may require additional qualifications for specific projects In any discipline when deemed necessary.
4. Experience and education requirement:
  - a. Five (5) years experience in trade of discipline in which you are requesting certification. This must include at least one (1) year at supervisory level. Major course work in architecture, engineering or building technology at college/trade school level may be substituted for one or more years of this requirement.

## APPLICATION INSTRUCTIONS

1. Please print or type the information requested.
2. Include only experience in the specific field or area of construction in which you are requesting certification.

3. Letters will be sent to the references you have given on your application for verification of experience and qualifications; however, if you do not wish us to contact your present employer, so indicate on the application in the line provided.
4. Attach photo copies of your I.C.B.O., A.C.I. certificates, as well as licenses from other jurisdictions and a photo copy of your driver's license.
5. The application fee for certification in each discipline is \$64.62. This is a one-time fee assuming that you renew yearly as stated below. The yearly renewal fee for each deputy certification on your license is \$43.72. **Send no money at the time of application.** The total due at time of issuance of each certification is \$107.70 but will be collected only upon awarding of the certification. Bring cash, checkbook or a valid credit card with you to the personal interview.
6. All certificates issued by the Building Official shall expire one (1) year from the date of issuance. They may be renewed within thirty (30) days after the expiration date for a \$43.72 renewal fee. Certificates expired more than 30 days but less than one year may be renewed for \$54.65. Certificates expired for more than one year shall require submission of a new application and application fees of \$64.62 for each discipline plus the annual certification fee.

Mail application to: City of Long Beach  
Department of Planning and Building, 4<sup>th</sup> floor  
333 W. Ocean Blvd  
Long Beach, CA 90802  
Attn: Deputy Inspector Program

Or you may send the application and attachments by fax to (562) 570-6271

**CITY OF LONG BEACH  
DEPARTMENT OF PLANNING AND BUILDING, 4<sup>TH</sup> FLOOR  
333 WEST OCEAN BOULEVARD  
LONG BEACH, CALIFORNIA 90802  
(562) 570-6651**

**APPLICATION FOR SPECIAL DEPUTY INSPECTOR**

DATE \_\_\_\_\_

\*CONCRETE (incl. CAISSONS)

\*MASONRY

\*STRUCT. STEEL & WELD  
PRESTRESS

\*DENOTES PROCTORED EXAM RESULTS REQUIRED

DRIVEN PILES  
FIREPROOFING  
OTHER \_\_\_\_\_

Note: DIA's do not require a special certification.

The undersigned hereby applies for certification as a Special Deputy Inspector as provided by Municipal Code of the City of Long Beach, California.

NAME \_\_\_\_\_  
LAST FIRST M.I.

ADDRESS \_\_\_\_\_  
STREET CITY ZIP

TELEPHONE \_\_\_\_\_ BIRTHDAY \_\_\_\_\_  
WORK HOME MO DATE YEAR

List below your employers beginning with most current. Be sure to provide addresses and phone numbers.

DATES EMPLOYED		NAMES AND ADDRESSES OF EMPLOYERS		POSITIONS/DUTIES	
FROM		EMPLOYER			
TO		ADDRESS & ZIP	TELEPHONE	OKAY TO CONTACT	<input type="checkbox"/> YES <input type="checkbox"/> NO
FROM		EMPLOYER			
TO		ADDRESS & ZIP	TELEPHONE	OKAY TO CONTACT	<input type="checkbox"/> YES <input type="checkbox"/> NO
FROM		EMPLOYER			
TO		ADDRESS & ZIP	TELEPHONE	OKAY TO CONTACT	<input type="checkbox"/> YES <input type="checkbox"/> NO
FROM		EMPLOYER			
TO		ADDRESS & ZIP	TELEPHONE	OKAY TO CONTACT	<input type="checkbox"/> YES <input type="checkbox"/> NO

### EDUCATION

SCHOOL OR COLLEGE	COURSE OF STUDY	UNITS EARNED	YEAR

HIGHEST GRADE COMPLETED \_\_\_\_\_ YEAR \_\_\_\_\_

### EXPERIENCE


### ICBO CERTIFICATION HISTORY

(LIST BELOW AND ENCLOSE COPIES)

DISCIPLINE	EXPIRATION DATE	YEAR FIRST ISSUED	CERT NO.	LAST PROCTORED EXAM DATE

### SPECIAL DEPUTY LICENSES

(LIST BELOW AND ENCLOSE COPIES)

JURISDICTION	DISCIPLINE	CERT. NO.	EXPIRATION DATE

**I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT AND UNDERSTAND FALSE STATEMENTS OR MISINFORMATION WILL DISQUALIFY ME IN BEING CERTIFIED.**

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_